# APPLICATION CHECKLIST

**Department of Education**  
**Undergraduate Teacher Education Program**  
**Master of Arts in Teaching Program**  
**Post-Baccalaureate Teacher Education Program (Licensure Only)**

1. **Completed Application Form.** Please make sure that we receive this before or with any other application materials. You must be qualified for your requested licensure track (see Choosing a Licensure Track).

2. **$35 application fee.** Preferred method of payment is check or money order payable to Christian Brothers University and included with your application form. For alternate methods of payment, please call our office at 901-321-4350.

3. **Two Recommendation Forms.** Personal references (friends, family) are not appropriate.

4. **Official test scores for: Praxis CORE test (Reading, Writing, & Math sections) AND Praxis II Content Knowledge for the area you wish to become licensed in.** *If you are interested in special education DO NOT take the special ed. content knowledge at this time. Instead, take the elementary or middle grade content knowledge for admissions.*

5. **TWO Official transcripts from all colleges/universities attended.** Student copies will not be accepted. The transcript must be sent directly from the college/university to CBU Graduate and Professional Studies.
   - **Note:** If you have not graduated yet, you should request one transcript be sent immediately and request two transcripts to be sent after graduation. Most colleges/universities will allow delineation of when the transcript should be sent.

6. **Autobiography essay (1-2 pages).** This essay should describe your personal background, history, work, activities, interests, and influences. Why do you want to be a teacher?

7. **Philosophy of Teaching essay (1-2 pages).** Some suggested topics include (you do not need to address all of these):
   - a. The purpose of schooling in society
   - b. The role of learning in the life of a person
   - c. The educational needs of today’s students
   - d. The kind of curriculum that is important in the 21st century
   - e. How children and young people learn best
   - f. What constitutes effective teaching
   - g. The role of the teacher in today’s society
   - h. The qualities that characterize excellence in teaching
   - i. Challenges facing today’s schools

8. **Goals essay (1-2 pages).** This essay should describe your goals in gaining a graduate degree and/or licensure.

9. **Background Check and Fingerprinting (see Background Check and Fingerprinting Instructions).**

See also: Navigating the Application and Admission Process.

Send all items on this checklist To:  
Christian Brothers University  
Education Department  
650 East Parkway South – Box 101  
Memphis, TN 38104  
Fax #: 901-321-3299

**Deadlines for Complete Application**  
For January Entry: November 1st  
For June Entry: April 15th  
For August Entry: July 15th

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